



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.  
GOVERNOR

April 23, 2013

ALL COUNTY LETTER NO. 13-21

TO: ALL COUNTY WELFARE DIRECTORS  
ALL PUBLIC AND LICENSED PRIVATE ADOPTION AGENCIES  
CDSS ADOPTIONS DISTRICT OFFICES  
ALL COUNTY PROBATION DEPARTMENTS

SUBJECT: **CHILD WELFARE SERVICES DISASTER RESPONSE PLAN UPDATE**

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

This All County Letter (ACL) is being sent to all 58 county Child Welfare Services (CWS) and Probation Departments to request an update to the CWS Disaster Response Plan previously submitted to the California Department of Social Services (CDSS) in 2012.

Pursuant to the Child and Family Services Improvement Act of 2006 Public Law 109-288 Part B of Title IV of the Social Security Act and Senate Bill 703, Chapter 583, Statute of 2007, CDSS as the single state agency is mandated to oversee CWS Disaster Response Plans for California. It is in this capacity that CDSS is requesting each county update their disaster plans.

Disaster response plans must include the following:

- A. Identify, locate, and continue availability of services for children under county care or supervision who are displaced or adversely affected by a disaster;
- B. Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster and provide services in those cases;
- C. Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster;
- D. Preserve essential program records; and
- E. Coordinate services and share information with other states and counties.

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Plans should include coordination with local Probation Departments and local Interagency Agreements and Memorandum of Understanding. Counties are requested to provide a copy of their updated CWS Disaster Response Plans to CDSS by June 30, 2013.

Copies should be sent to:

California Department of Social Services  
Adoptions Services Bureau  
Attention: Stephanie Reed  
744 P Street, MS 8-12-31  
Sacramento, CA 95814

Please have your designated project manager/staff overseeing the disaster response plan contact Stephanie Reed, Program Analyst, at (916) 651-8170 or by e-mail at [Stephanie.reed@dss.ca.gov](mailto:Stephanie.reed@dss.ca.gov) for an electronic copy of the template. You may also access the template at <http://www.dss.cahwnet.gov/FORMS/English/TEMPAD525.doc>.

If you have any questions regarding the submission of the CWS Disaster Response Plan, please contact Rich Smith, Chief, Adoptions Services Bureau at (916) 651-8089 or Ellie Jones, Branch Chief of the Children's Services Operations and Evaluation Branch, at (916) 651-8089.

Sincerely,

***Original Document Signed By:***

GREGORY E. ROSE  
Deputy Director  
Children and Family Services Division

Attachment

c: County Welfare Directors Association of California  
Chief Probation Officers of California

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Name/Title: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Person Managing/Overseeing Emergency Plan Implementation

E-mail Address: \_\_\_\_\_

This template is intended to be used as a guide to help counties incorporate the 2006 federal disaster response criteria as part of local child welfare plans. Minors in the probation system must also be included in the plan. County plans must be amended to include Child Welfare Services (CWS) Disaster Response Plans and be operational by September 28, 2007.

In September 2006, Congress passed the Child and Family Services Improvement Act of 2006 (Public Law (PL) 109-288). PL 109-288 amended Part B of Title IV of the Social Security Act to reauthorize the Promoting Safe and Stable Families Program. Among other changes, PL 109-288 established requirements for states on disaster planning in child welfare under Section 6 (a) (16). Accordingly, counties are requested to address the following program areas in developing local disaster readiness plans.

## CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

CWS Disaster Response Criteria A:	Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster:
Essential Function:	1. Identification and location process of children who may be displaced
Process Description:	
Essential Function:	2. Communication process with child care providers
Process Description:	
Essential Function:	3. Identification of evacuation procedures – Event known in advance

Process Description:	
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	
Essential Function:	5. Identification of shelters
Process Description:	
Essential Function:	6. Parental notification procedures
Process Description:	
Essential Function:	7. Alternative processes for providing continued services
Process Description:	
Essential Function:	8. Staff assignment process
Process Description:	
Essential Function:	9. Workload planning
Process Description:	
Essential Function:	10. Alternative locations for operations
Process Description:	
Essential Function:	11. Orientation and ongoing training
Process Description:	

<b>CWS Disaster Response Criteria B:</b>	<b>Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases:</b>
Essential Function:	1. New child welfare investigation process
Process Description:	
Essential Function:	2. Implementation process for providing new services
Process Description:	
<b>CWS Disaster Response Criteria C:</b>	<b>Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster:</b>
Essential Function:	1. Communication structure – staff
Process Description:	
Essential Function:	2. Communication structure – child welfare personnel (phone tree)
Process Description:	
Essential Function:	3. Communication structure – contracted services
Process Description:	
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	
Essential Function:	5. Communication frequency
Process Description:	
Essential Function:	6. Communication with media
Process Description:	

Essential Function:	7. Communication with volunteers
Process Description:	
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	
<b>CWS Disaster Response Criteria D:</b>	<b>Preserve essential program records:</b>
<b>Essential Function:</b>	1. Record preservation process
<b>Process Description:</b>	
<b>Essential Function:</b>	2. Use of off-site back-up system
<b>Process Description:</b>	
<b>CWS Disaster Response Criteria E:</b>	<b>Coordinate services and share information with other states:</b>
Essential Function:	1. Interstate Compact on the Placement of Children reporting process
Process Description:	
Essential Function:	2. Mental health providers
Process Description:	
Essential Function:	3. Courts
Process Description:	
Essential Function:	4. Federal partners

Process Description:	.
Essential Function:	5. CDSS
Process Description:	
Essential Function:	6. Tribes
Process Description:	
Essential Function:	7. Volunteers
Process Description:	